



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
05-79

DEPARTMENT REVENUE		DIVISION Motor Carrier Services	SECTION Port of Entry	PERMANENT NON-PERMANENT	x x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
1	Audits	Permanent		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
2	Building and Lot Planning	Permanent			
3	Cash Deposit Slips	3 Years + Current			
4	Cash Receipts	3 Years + Current			
5	Check Stubs	3 Years + Current			
6	Daily Report	1 Year + Current			
7	District Port Activity File (Headquarters)	Permanent			
8	District Port Activity File (Field Offices)	Permanent			
9	Driver Vehicle Examination Report	3 Years + Current			
10	Fleet Management / Vehicle Report	3 Years + Current			
11	Labor Report	3 Years + Current			
12	Legislation	Permanent			
13	Long Distance Phone Report	3 Years + Current			
14	MCSAP Grant Program Files	Permanent			
15	MCSAP Grant Program Files (Dumont)	Permanent			
16	Orders / Uniforms / Requisitions	3 Years + Current			
17	Penalty Assessment and Summons	3 Years + Current			
18	Penalty Assessment and Summons (District Offices)	3 Years + Current			

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Perry Kitchner</i>	Date <i>10/1/2004</i>	Records Liaison Officer's Signature <i>Julie Raybel</i>	Date <i>9-17-04</i>
Attorney General's Signature <i>Gen Salazar by yes</i>	Date <i>4 Nov 2004</i>	State Auditor's Signature <i>Shelly Symanski</i>	Date <i>10/8/04</i>

SA-194 (REV 1/78)



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05-79

DEPARTMENT REVENUE	DIVISION Motor Carrier Services	SECTION Port of Entry	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
19	Personnel Files Active (District Offices)	Permanent	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
20	Personnel Files Inactive	Permanent	
21	Policy Procedures Notice	Retained Until Superseded	
22	Production Report	3 Years + Current	
23	Personnel 4511's	3 Years + Current	
24	Production Report (District Offices)	3 Years + Current	
25	Public Correspondence	3 Years + Current	
26	Remittance Report	3 Years + Current	
27	Revocable Permits	Until Expired + 1 Year	
28	Scale Certification	3 Years + Current	
29	Shift Differential	3 Years + Current	
30	Shift Differential (District Offices)	3 Years + Current	
31	Size and Weight Plan and Enforcement	Until Revised + 1 Year	
32	Statistical Report	Permanent	
33	Time Sheets	3 Years + Current	
34	Training Information	Permanent	
35	Void PA/Summons Report	3 Years + Current	
36	Void Receipts Reports	3 Years + Current	

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State Archivist's Signature <i>Jerry Ketchum</i>	Date <i>10/1/2004</i>	Records Liaison Officer's Signature <i>Julie Raybal</i>	Date <i>9-17-04</i>
Attorney General's Signature <i>Sen Salazar by yes</i>	Date <i>7 November 2004</i>	State Auditor's Signature <i>Sally Synaust</i>	Date <i>10/8/04</i>

SA-194 (REV 1/78)



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DEPARTMENT REVENUE		DIVISION Motor Carrier Services	SECTION Port of Entry		PERMANENT NON-PERMANENT	x x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS		
37	Personnel Files Active	Permanent		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.		
38	Work Schedules (District Offices)	3 Years + Current				
39	Work Schedules	3 Years + Current				

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State Archivist's Signature <i>Perry Ketelsen</i>	Date <i>10/1/2004</i>	Records Liaison Officer's Signature <i>Julie Kaybal</i>	Date <i>9-17-04</i>
Attorney General's Signature <i>Sen Salazar by yes 4 Nov 2004</i>	Date <i>4 Nov 2004</i>	State Auditor's Signature <i>Dalley Synnash</i>	Date <i>10/8/04</i>

SA-194 (REV 1/78)